

Graduate Student Workplace Code of Conduct

Department of Electrical and Computer Engineering

Purpose:

Queens' Department of Electrical and Computer Engineering is a workplace like any other, and we must meet a code of conduct that will lead to a productive and inclusive environment. Graduate students are from a variety of backgrounds with respect to culture, age, gender, and race. Most of the students are located in a few shared workspaces in the department, so we must be respectful of the shared work environment. A code of conduct will provide a common starting place for how to behave in the graduate student work and social spaces in the Department of Electrical and Computer. The code is intended to encourage students to work together to create an inclusive, fun and productive atmosphere, but it can also be used as a reference for students that do not feel that they are in a respectful environment.

Goal:

The goal of this code is to create a safe and inclusive environment for graduate students, faculty, and staff in the common, social, and workspaces of Walter Light Hall.

Expectations:

- **Human Rights Policy and Procedure**
 - Maintain an environment free of racism, sexual harassment, harassment based on religion, disability, sexual orientation, gender or gender presentation.
 - Do not use violent or offensive language. This includes, but is not limited to: the telling of sexist, racist, or homophobic jokes and stories, and the use of gendered, racist, or culturally insensitive language.
 - Issues of verbal, physical, emotional abuse and discrimination can be brought to the attention of the Department through the graduate coordinator, Human Rights Office and/or the SGPS Student Advisors.
 - Queen's Human Rights Policy and Procedure: <http://www.queensu.ca/secretariat/senate/policies/harass/index.html>
 - <http://www.queensu.ca/humanrights/Complaints%20process.htm> hrights@queensu.ca
 - SGPS Student Advisors: <http://www.sgps.ca/services/advisors.html>
studentadvisors@sgps.ca
 - Be respectful of other students and staff in workspaces such as offices and laboratories as well as common areas like hallways or the lunchroom.

- **SAFETY**
 - Students working in labs are responsible for working safely and for safeguarding the safety of others in their workspace. **Prior to commencing any work**, all personnel must familiarize themselves with the departmental safety procedures found at <http://my.ece.queensu.ca/About-Us/Safety-Information/index.html>.

- **Common workspace cubical areas and labs:**
 - These are restricted access areas. Sharing of key fobs or granting entry to unauthorized personnel is prohibited. Occupants are accountable for the conduct of their guests and for people whom they admit into the area.
 - Cubical and filing cabinets are allocated to specific students and visitors. Unauthorized switching of workspaces or filing cabinets is prohibited.
 - Individual workspaces (cubicles and carrels) in the graduate common workspaces are private and should not be treated as common spaces.
 - Common workspaces should be quiet for working. Be aware that high sound levels coming from your

workspace may disturb others. Students have access to meeting rooms on the 3rd, 4th, 6th and 7th floors and can contact the main office for access.

- Limit personal calls.
- Skype calls, conference calls, group meetings and activities which are disruptive to other occupants should be done in one of the meeting rooms available on each floor
- Do not socialize or talk excessively in common workspaces.
- Bring your key fobs. Do not disturb people who are working by knocking on the doors.

- Avoid the use of scented products.
 - Walter Light Hall is a scent free environment. Individuals in common workspaces, hallways, offices etc. should be aware that others will have different levels of tolerance to scents. There are occupants in WLH who have severe scent sensitivities. Please do not use scented perfumes, deodorants, sprays etc on your person or in WLH.
 - Remove any garbage that could create an odour to the hall garbage bins.

- Clean up after yourself in the common workspaces, cubicles, labs and the lunch room.
- Cleaning supplies will be provided in the lunch room. Please make it your responsibility to use those cleaning products to clean up after yourself.
- Dispose of any food waste in the receptacles located outside of the lab/cubical spaces.
- Food preparation and the use of microwaves, refrigerators, kettles are not permitted in the cubical and lab spaces. Please take the activities to the 3rd floor lunch room.

- Ongoing experiments and equipment in the shared lab space must be respected. Clean/clear your work space at the end of the day. When experiments are done, clean up your workspace.

By signing this document, students are expected to abide by the code of conduct. If these expectations are not met, it is the right of other students to remind their peers about the code of conduct and/or bring the matter to the attention of the Chair of Graduate Studies through the Graduate Administrative Assistant. Please remember that your access to office space, laboratory space and other common areas in our building is a privilege, not a right. Failure to comply with this code of conduct can result in loss of access to these spaces. Documentation of code violations will be kept in student files except for human rights violations.

Name: _____ Signature: _____ Date: _____